

STANDARD FORM NO. 64

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TO : Chief, Intelligence School

DATE: 16 September 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 38, Week of 10 - 16 September 1957

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1. Numbers in Clerical Induction Training. During the week of 10 September there were [] people in Clerical Induction Training. Of these [] were entering for the first time.

2. Numbers in Clerical Orientation Training. There were [] people in Clerical Orientation for the week of 10 September.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 10 September were as follows:

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	Tested	Qualified
Shorthand	[]	
Typewriting		

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4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to on-duty clerical employees on 16 September were as follows:

	Tested	Qualified
Shorthand	[]	
Typewriting		

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5. Staff Absences. Because of the serious illness of her mother, [] Instructor in Clerical Induction Training, is away from the office. [] is on annual leave as is []. These absences are necessitating the cancelling of English classes in Clerical Induction and the carrying of additional classes by each of the remaining instructors in order to keep all three programs operating.

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6. Low Ratings of Students Provoke Inquiry by AD/CR. Mr. [] Training Officer of the Office of Central Reference, revealed to [] Chief, Clerical Refresher Training, that their Assistant Director was concerned about the low grades attained by OCR students enrolled in Clerical Refresher Training. During a meeting with [] asked whether the ratings of OCR clerical employees were below the results of other employees or whether this situation existed throughout the Agency. From records in Clerical Refresher Training and from test results of personnel being recruited, it is apparent that the trainees not only do not have the skills which should be their forte but also are sadly lacking in the background subjects that should facilitate their readily acquiring the necessary skills in the allotted time. After

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discussing the records in detail, left this office with a much better understanding of the problems relating to the training of clerical personnel.



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